



TRAINEESHIP NOTICE – LEGAL PROFILE (F/M)

REF.: ESMA/2015/VAC2/TRP

Type of contract	Paid traineeship
Duration of traineeship	From 6 to 12 months
Traineeship (in one of the following Departments)	<ul style="list-style-type: none">• Legal, Convergence and Enforcement Department• Markets Department• Investors & Issuers Department• Supervision Department <p>For more information, see ESMA organigramme¹</p>
Place of traineeship	Paris, France
Monthly grant	As per Article 5.3 (2) of the ESMA traineeship policy ² : <ul style="list-style-type: none">• 1.024 € (undergraduate traineeship)³• 1.536 € (graduate traineeship)⁴
Deadline for applications	Open call (without a specific deadline)
Reserve list	Valid one year from the date of establishment

1. The Authority

ESMA is an independent EU Authority that was established on 1 January 2011. ESMA's mission is to enhance investors' protection and promote stable and orderly financial markets. This mission is derived from ESMA's founding Regulation⁵ and encompasses three objectives:

- **Investors' protection:** to have the needs of financial consumers better served and to reinforce their rights as investors while acknowledging their responsibilities;
- **Orderly markets:** to promote the integrity, transparency, efficiency, and well-functioning of financial markets and robust market infrastructures, and
- **Financial stability:** to strengthen the financial system in order to be capable of withstanding shocks and the unravelling of financial imbalances while fostering economic growth.

ESMA achieves its mission within the European System of Financial Supervision (ESFS) through active co-operation with National Competent Authorities (in particular with securities market regulators) as well as with the European Banking Authority (EBA) and the European Insurance and Occupational Pensions Authority (EIOPA). ESMA has a unique position within the

¹ <https://www.esma.europa.eu/about-esma/esma-in-short/esma-organigramme>

² <https://www.esma.europa.eu/sites/default/files/library/2015/10/2015-1228.pdf>

³ Indicative calculation for 2015.

⁴ See footnote 1.

⁵ Regulation (EU) No 1095/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Securities Markets Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/77/EC.



ESFS as it focuses on the securities and financial markets dimension and the overarching European aspects of these objectives. For further information, please refer to ESMA's website: <http://www.esma.europa.eu>

2. Description

ESMA is organising a general call for expression of interests for a traineeship position, without any specific deadline for applications. The aim of the traineeship programme is to provide graduates/undergraduate students with a unique and first-hand experience of the workings of ESMA. Traineeships offer 6-12 months applied training in legal assistance. It provides also insights into conceptual and empirical issues of financial market functioning and integration, as well as regulation, supervision and enforcement in the European Union. On the other hand, trainees enhance the everyday work of ESMA; they assist to ad-hoc projects by providing a fresh point of view and up-to-date academic knowledge.

For this open call, the received applications will be evaluated, on a regular basis, by a designated Committee. As a result, a database/reserve list of candidates for a potential selection will be established. The successful candidate will be assigned to a specific domain/area/Department/project, depending on his/her background, education and set of skills.

Traineeship positions, where candidates with a “Legal profile” could be placed, are available in different Departments across ESMA, for example within:

- Legal, Convergence and Enforcement (LCE) Department - is composed of three teams: Legal, Convergence and Enforcement.
- Markets (MKT) Department – is structured in three teams: Secondary Markets, Market Integrity and Data Reporting and Post-Trading (OTC Derivatives, CSDs, CCPs and Trade Repositories).
- Investors & Issuers (INI) Department is composed of five teams: Corporate Finance, Corporate Reporting, Investment Management, CRA Policy and Investors Protection.
- Supervision (SUP) Department is structured in two teams: Investigation and Monitoring & Strategy.

Depending on the specific domain, the selected candidate, under direct supervision of the traineeship tutor, may be responsible for some of the following:

- assist the Department in its daily activities;
- provide assistance on various files and (legal) requests;
- draft and revise various documents, under supervision;
- interact with internal and external stakeholders on legal questions;
- research and analyse law sources such as EU regulations, legislations, legal articles, treaties, etc.;
- assist in briefings of meetings;
- contribute to internal reporting tasks, or
- provide administrative support (archiving, data entry and processing, etc.) related to the above mentioned tasks.

3. Qualifications and other requirements

A. Eligibility requirements

Candidates must satisfy all eligibility criteria and provide relevant supporting documents at the time of submission of their application:

- be a national of a Member State of the European Union or the European Economic Area (EEA): Iceland, Liechtenstein or Norway;
- have a good knowledge of English⁶;
- be covered in the event of illness or accident by a national social security scheme or a private insurance policy;
- for “graduate traineeships”: have completed the first cycle of a higher education course and obtained a university degree or its equivalent (bachelor degree)
OR
for “undergraduate traineeships”: have an official declaration from the relevant university.

B. Advantageous requirements

The below mentioned requirements are not obligatory, and substitute an additional asset:

- university degree in law;
- specialisation in EU financial and/or administrative law would be highly desirable;
- knowledge (acquired by experience or education) of financial markets;
- good drafting skills in English (preparation of presentations, speeches, articles, revising of documents), or
- knowledge of the standard Microsoft applications (Excel, PowerPoint).

Behavioural competencies:

- good organisation skills and ability to handle large volume of work in an efficient and timely manner;
- precise and punctual work approach, attentive to details;
- good communication skills;
- dynamic personality with strong aptitude for team work;
- developed sense of initiative, is able to carry out assigned tasks without close supervision;
- handling sensitive information in a discreet manner, with respect to confidentiality, and
- being flexible and motivated.

4. Application procedure

Candidates must submit their application electronically. The application shall be composed of a CV in English (Europass format⁷), a motivation letter (maximum one page⁸) and the following supporting documents:

⁶ A self-declaration of the applicant or provided language certificate.

At least at the level of “independent user B2”, as a minimum level of English according to the Common European Framework of Reference for Languages <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



- ID card/passport (proof of nationality)
- diplomas, academic qualifications, declaration from the relevant university, language certificate etc. needed to prove s/he satisfies the eligibility criteria;
- documents showing that the trainee has public or private cover for accident insurance and sickness (covering entire duration of the traineeship period).

Documents must be sent only to vacancies@esma.europa.eu, and saved as follows:

ESMA_2015_VAC2_TRP_FAMILY_NAME_First name

Example: ESMA_2015_VAC2_TRP_SMITH_Anna

Indicating in the subject line of the email:

ESMA_2015_VAC2_TRP_FAMILY_NAME_First name

Example: ESMA_2015_VAC2_TRP_SMITH_Anna

The designated Committee shall assess the eligible applications and select those best matching the selection criteria and the profile required for this traineeship. Further information on traineeship programme at ESMA (selection process, rights and duties of trainees, duration, grant, leave entitlements etc.) can be found on ESMA's Career website, under traineeships: <https://www.esma.europa.eu/about-esma/careers>

5. Data protection

Candidates' personal data are processed as required by Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000, on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. For more information, please check ESMA's privacy statement on recruitment procedures <http://www.esma.europa.eu/page/Personal-data-protection>

⁷ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

⁸ If possible, with an indication in which area the applicant is interested to perform traineeship.